



## **Director of Development & Outreach (full-time, exempt)**

### **About Trinity Haven:**

Trinity Haven has two housing options for LGBTQ+ young people. We provide programs and services that include a long-term Transitional Living Program (TLP) which offers up to 24 months of housing, stabilization assistance, support services, independent living skills, case management, care coordination, and permanent housing readiness for ages 18-24 (Indiana residents); as well as a short-term Collaborative Housing Program (CHP) which offers up to 6 months of housing and intensive case management for ages 18-24 (primarily in Indianapolis/Marion County, expanding to Muncie, Bloomington and West Lafayette in 2026).

### **The Team**

We have assembled a Dream Team of unicorns to do this incredible, challenging, and rewarding work. We are looking for folks who are dedicated not only to ending youth homelessness, racism, and oppression but also celebrating every LGBTQ+ human for exactly who they are. Our team works together to support each other, the residents of our housing programs, and the greater LGBTQ+ community to create brave space, lift each other up, lean into hard conversations, offer patience, acceptance and grace while being incredibly effective in their respective roles to effect change at every turn.

### **Position Summary:**

Reporting to the Executive Director, the Director of Development & Outreach (DDO) is a member of Trinity Haven's Executive Leadership Team and is charged with creating a fundraising model/annual development plan focused on individual donors, corporate giving, major gifts, annual giving, events, and donor communications. The DDO manages and evolves our volunteer and community outreach efforts, while supervising the development team comprised of one staff member and volunteers. The DDO partners closely with the Executive Director to set and achieve Trinity Haven's fundraising goals and to engage with donors, cultivating new and existing relationships.

### **Objectives:**

- Collaborate with the Executive Director to set and drive organizational advancement strategy and integrate our core values into donor relationship development.
- Be knowledgeable about fundraising systems, processes, marketing, communications, and best practices.
- Build relationships with external stakeholders and constituents through visits, correspondence, and regular communication.
- Cultivate, invite, and steward major, individual, and corporate donors.
- Demonstrate exceptional leadership and management skills compatible with the culture at Trinity Haven
- Build authentic relationships and communicate effectively, with a warm, energetic personality to foster lasting connections.
- Connect people's passions with our work and secure philanthropic investments with integrity and reliability.
- Project, monitor, and analyze revenue streams to provide actionable insights to ensure financial goals are met. Compare actual revenue to budgeted targets, identify discrepancies, and implement necessary adjustments to ensure financial objectives are met. Utilize data-driven approaches to assess revenue performance, identify areas for improvement, and implement strategies to optimize revenue generation.

**Essential Duties and Responsibilities** include, but are not limited to the following:

#### ***Fundraising & Development***

- Collaborate with the Executive Director to define organizational fundraising priorities.
- Develop and lead strategies to achieve diverse revenue streams to meet operational funding annually.
- Manage plans for annual donor cultivation, solicitation, and stewardship to support individual giving goals.
- Set, monitor, achieve, and report on measurable goals for revenue sustainability and growth.
- Design and execute strategies for annual, mid-level, and major donor pipelines, with clear segmentation and moves management plans.

- Design and implement a specific strategy geared toward the retention, renewal, and increase of contributions from existing donors.
- Design, implement, and manage annual giving campaigns through multiple channels.
- Identify and prioritize individual and major gift prospects, leveraging existing relationships and staff and Board Member networks.
- Support and advise the Executive Director and Board of Directors on the cultivation and solicitation of major gift donors and prospects.
- Manage cultivation, solicitation and stewardship strategies for promising and existing corporate prospects, including event sponsorship.
- Oversee all fundraising events for the organization, manage event committees, and contracted event vendors.
- Partner with the Executive Director and vendors to create marketing plans and case statements for fundraising priorities.
- Represent organization at external fundraising events and meetings.
- Ensure relevant staff and Board members have tools to communicate organizational information consistently and impactfully to external audiences.
- Optimize use and maintenance of donor database (currently Bloomerang) for prospects, gift recording, processing, tracking, acknowledgement, and reporting purposes to ensure accurate record-keeping.
- Acknowledge all individual and organization donations (online, by check, direct deposit, in-kind, or other means) in a timely manner.
- Work with Executive Director to organize board members to thank donors with additional notes/phone calls.
- Maintain records of acknowledgment letters and other acknowledgment activity.
- Collaborate with contracted grant writer on the creation and submission of corporate grant proposals.

#### *Volunteerism & Outreach*

- Provide regular volunteer orientation/training sessions on a rotating schedule with other staff.
- Provide supervision, management, and coaching to direct reports and/or volunteers.
- Identify and coordinate opportunities for community engagement and outreach to bring Trinity Haven's work and mission to wider audiences.
- Collaborate with the team to identify meaningful volunteer experiences for interested individual and corporate donors.

#### *Leadership & Oversight*

- Serve on the Executive Leadership Team as an advocate for advancing our organization's mission, promoting the growth and healthy development of the organization.
- Provide leadership to assigned committees of the Board of Directors, preparing reports to assist in decisions and actions; attend board meetings as needed.
- Recruit, hire, coach, and supervise development, volunteer, and outreach team members and manage related budgets.
- Maintain trust and confidentiality when dealing with sensitive matters.
- Attend scheduled staff and committee meetings.
- Serve as a positive representative of and ambassador for Trinity Haven in the community.
- As a member of the leadership team, may need to serve on call if/when others are on vacation.

#### **Qualifications:**

You have strong relational, leadership, and organizational skills, along with a deep commitment to Trinity Haven's mission, vision, and values. You must be willing to work independently as well as in collaborative teams. You must have the capacity to work remotely with little supervision. You may need to work non-traditional hours and will need to have access to reliable transportation. A sense of humor, innovative spirit, and willingness to adapt to the change inherent in a small organization committed to learning are essential.

You will enjoy leading with a strong team approach, have excellent verbal and written communications skills, strong problem-solving and team-building abilities, a keen focus on the interests of the young people we support, strong conflict resolution de-escalation skills, attention to detail, willingness and ability to complete required documentation, and the desire and ability to take initiative and to follow-through with all assigned tasks.

High school diploma/equivalency required. A degree or certification in fundraising is desired. Training courses and/or work experience in fundraising, development, marketing, or related fields are preferred. Previous development, marketing, and leadership experience in a not-for-profit environment is preferred. Experience with and commitment to *radical hospitality*, community building, and restorative practices desired. Understanding of power, privilege, and systems of oppression desired. Lived experiences and cross-transferable skills are welcomed and will be considered.

**To excel in this role, you likely bring the following:**

- Strong investment in the local LGBTQ+ community and in the fight for racial and economic justice.
- Strong emotional intelligence, including healthy personal and professional boundaries.
- Demonstrated interest and experience in building relationships with a range of constituent groups including staff, board members, donors, program participants, and partner agencies.
- At least five years of experience demonstrating increasing levels of responsibility across a variety of development disciplines with an emphasis on individual giving, annual campaigns, special events, corporate giving, and major donor cultivation.
- Experience with management of existing funders and identifying potential funders.
- Experience working with organizational and project budgets including projecting budgets, tracking, and reporting on expenses.
- Experience leading people and processes within complex organizations, including coaching and motivating teams to successfully reach and/or exceed fundraising goals.
- High ability to effectively manage processes and projects for multiple priorities in a fast-paced environment.
- Excellent interpersonal communication skills, energy, and enthusiasm, with the ability to build long-term relationships and represent the organization to external audiences.
- Outstanding verbal and written communication skills, including the ability to write and present fundraising materials to a diverse audience.
- A self-motivated, flexible, and hard-working approach.
- Strong decision-making, organizational, and problem-solving skills.
- Comfort and proficiency with our most used technology including Microsoft Office (Word, Excel, Outlook, Teams), Zoom, Boardable, OneCause, Bloomerang.

**Physical and Environmental Demands:**

- Ability to navigate stairs.
- Ability to work remotely/in the community (meeting constituents where they are most comfortable, etc.).
- Ability to sit for long periods of time (computer work, sitting at a desk, etc.).
- Ability to speak on the phone.
- Ability to stoop, kneel, crouch, etc., and may frequently lift or move objects up to 30 pounds.
- Ability to drive/transport program participants and pick-up resources/supplies.
- Ability to engage in active listening and giving direction throughout the day.

**Certificates, Licenses and Registrations:**

A valid Indiana driver's license, proof of insurance and a satisfactory MVR is required for this position. A clear DCS history, and clear criminal and sex offender background checks are required. E-Verify is required. CPR and First Aid certification are required and training in bloodborne pathogens and universal precautions is required (will be provided if not current).

**Disclaimer:**

This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The job requirements are subject to change to reasonably accommodate individuals who are qualified and differently-abled. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.

**Compensation Package:**

**Salary:** \$70,000-\$71,500 annually (exempt)

**Medical, Dental, Life, and Disability Benefits:** Trinity Haven offers insurance benefits to eligible employees through the Episcopal Diocese of Indianapolis. Trinity Haven covers 80% of medical insurance premiums, a portion of dental insurance premiums and will make an annual contribution to HSA if applicable. Trinity Haven also covers 100% of premiums for life and disability insurance. Trinity Haven reserves the right to revisit the insurance and benefits package annually. Additional coverage for family members is available and is 100% the responsibility of the employee.

**Retirement plan:** Trinity Haven offers access to a 403b retirement savings plan through the Church Pension Group. Trinity Haven currently offers a match up to 3% of the employees' salary.

**Paid Days Off:** 15 paid days plus 14 holidays

*Trinity Haven is proud to be an equal opportunity/affirmative action employer and actively seeks the candidacy of people of color, non-binary, transgender and female-identifying humans, LGBTQ+ people, and those with lived experience of housing instability. We are committed to inclusive hiring and dedicated to diversity in our work and among our staff.*

**To apply:**

Interested applicants **must** submit a cover letter and resume to be considered. This position reports to the Executive Director, Jenni White. Interested applicants should submit a cover letter and resume to [jenni@trinityhavenindy.org](mailto:jenni@trinityhavenindy.org) by January 27th. **In the cover letter, please address the following:**

- Why do you want to work for Trinity Haven?
- What about working with/for the LGBTQ+ community is appealing or relevant to you?
- Please share 2-3 experiences that highlight why you would be the best candidate for the Director of Development & Outreach position.

No faxes or phone calls please. Applicants will be notified regarding whether or not they have been selected for an interview. **Applications without cover letters will not be considered.**